

**Procedures for Filing  
EEO Complaints**

**If you decide to  
file a complaint of  
discrimination contact**

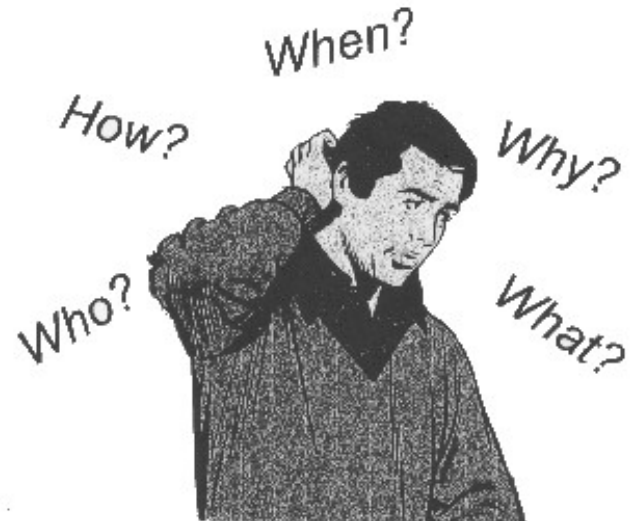
**U.S. Army Engineer District,  
Charleston**

**P.O. 919, Charleston, SC 29402-  
0919**

**(843) 727-4704**

**for further guidance and/or  
assistance**

**Before You Decide to  
File,  
Silently Ask Yourself**



**U.S. Army Engineer District, Charleston  
Corps of Engineers  
P.O. Box 919  
Charleston, South Carolina 24902-0919**

**PROCESSING INDIVIDUAL COMPLAINTS OF  
DISCRIMINATION  
(Informal Complaint Process)**

**Alleged Discriminatory  
Action Occurs or  
Personnel Action  
Become Effective**

**Within 45 calendar days, aggrieved  
contacts EEOO  
who attempts informal resolution  
EEO Counselor assigned.**

**EEOO offers mediation to aggrieved employee.**

**Final Interview Between  
Counselor and Aggrieved.  
Final Interview Letter is given.**

**Within 15 calendar days from  
final interview, aggrieved  
may file a formal complaint.**

**ADDITIONAL INFORMATION**

**If efforts at informal resolution extend past 30  
calendar days, the aggrieved must be notified of the  
right to file a formal complaint.**

**(The aggrieved may agree in writing prior to the end  
of 30-day period to postpone final interview for an  
additional period of no more than 60 days.)**

## ***WHAT* is the problem?**

**Is the problem related to a matter dealing  
with  
my employment to which the Army has  
control?**

- a. Appointment
- b. Promotion
- c. Reassignment
- d. Separation/Termination
- e. Reprimand
- f. Evaluation/Appraisal
- g. Time and Attendance
- h.. Retirement
- i. Assignment of Duties
- j. Pay (including overtime)
- k. Harassment
- 1. Sexual Harassment
- m. Reprisal
- n. Award
- o. Training
- p. Reinstatement
- q. Exam/Test
- r. Work conditions
- s. Other

## ***WHEN* did the Incident or Action Occur?**

**Did it occur within the last 45  
calendar days?**

**CALENDAR MONTH**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		29	30	31		
		1	2	3	4	
5	6	7	8	9	10	11
		12	13	14		

## **Who has to *prove* that discrimination occurred?**

*The Burden of Proof* rests with  
the aggrieved/complainant to provide evidence that  
will sustain a reasonable inference of (sex, race,  
age, religion, national origin, handicap or  
reprisal) discrimination.

Once that occur, management must only  
articulate a legitimate, non-discriminatory  
reason for its action(s).

*The Burden* then shifts to the complainant to prove  
by a preponderance of the evidence that  
management's explanation (articulated reason)  
was merely a pretext (mask or cover up for  
discrimination).

## ***Final approach to your questioning.***

**Now that you have taken all the  
information into consideration, ask  
yourself**

If it were not for my (race/color, sex, age,  
religion, national origin, handicap, or reprisal)  
would this action have been taken?

Am I better qualified than the person who  
was selected? If so, was it because of my  
(race/color,  
sex, age, religion, national origin, handicap  
or reprisal) that I was not selected?

In a termination issue, are the reasons  
stated in  
the termination letter by management false?  
Did  
the incidents occur?

If the incidents did not occur, then why was  
I terminated? Was it because of my race, color,  
sex, age, religion, national origin, handicap?

## **WHO is involved?**

**Obviously YOU are?**

**As the aggrieved, are you:**

- a. a current Army employee
- b. a former Army employee
- c. an applicant for Army employment

**Who took or failed to take the action in  
question?**

- a. a supervisor
- b. a co-worker
- c. a visitor
- d. a contract worker e. other (identify)

## ***How were you treated differently?***

and

## ***What harm have you suffered?***

### **Were you denied a job benefit?**

- a. Promotion
- b. Training
- c. Award
- d. Leave request
- e. Better Performance Evaluation
- f. Other

### **What harm have you suffered?**

- a. adverse material in your personnel file
- b. adverse impact on performance rating/appraisal
- c. treated unfairly - no one else was treated in the manner you were
- d. Other

## ***Why do you feel you were treated differently?***

Discrimination ALONE is not against the law,  
But discrimination in Employment matters is...

Title VII of the law protects groups from discrimination in employment situations. The protected activity (group) forms the basis of your EEO Complaint.

Ask yourself, was the action taken against me because of my (listed below) and only because of my (listed below):

- a. Race/Color
  - Black
  - Hispanic
  - American Indian Oriental/Asian Pacific Islander
  - White
  - None of the Above
- b. Religion
- c. Handicap (Physical and/or Mental)
- d. Sex
- e. National Origin
- f. Age (40+)
- g. Reprisal (have you previously engaged in the EEO process?)